

Operational Control #O30A	Paper
Aspect: Paper Consumption	
Activity Group: Facility Operation and Maintenance	
Activities: Printer, copier, and fax use of paper	
<p>Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):</p> <p>WDOE purchases the printer and copier paper in use at MEL. WDOE Laboratory management has implemented Washington State Executive Order 02-03, "Sustainable Practices by State Agencies", by establishing a procurement policy that requires printer and copy paper to contain 100% post-consumer recycled content and be manufactured with a chlorine-free process. This also meets the recycled paper requirements in US Executive Order 13148.</p> <p>A large percentage of MEL's paper usage is for analytical data reporting. One of the largest usage areas is lab-wide final data reports. To minimize paper consumption, MEL creates electronic data reports wherever possible.</p> <p>Information technology staff ensure that all desktop personal computers and printers are set to default to duplex. A checklist is used to ensure all computers and printers are included.</p> <p>To minimize paper use, laboratory staff are actively encouraged via emails, posted signs and meeting announcements to reduce paper consumption in all aspects of their daily activities such as by using electronic files rather than print-outs, using double-sided copies or miniaturizing printouts. Printers and copiers are maintained in good working order to reduce wasted copies.</p> <p>The Recycling Coordinator will calculate and report annually the percent reduction of paper usage relative to the three base years of 1998 - 2000 using the following equation:</p> <p><u>Current paper consumption:</u> Number of boxes of paper used in 2005 divided by Number of MEL FTE in 2005</p> <p><u>Base paper consumption:</u> Annual number of boxes of printer paper used (average of three years, 1998 to 2000) divided by Annual number of MEL FTE (average of three years, 1998 to 2000)</p> <p>The number of FTE includes staff of EPA, ESAT and WDOE. Paper purchased separately by ESAT is added to the WDOE purchase. Use of a three-year average for the paper consumption baseline will dampen the effect of unusual annual paper consumption values and mitigate any issues presented by paper purchased in one year but used in the next.</p>	

Maintenance plan(s) for the operational controls:	
1. The IT staff use an annual checklist to ensure that all PCs and printers are defaulting to duplex printing. Printers and copiers are maintained in good working order to reduce wasted copies.	
2. The Recycling Coordinator periodically checks to confirm that printer and copier paper meet WDOE specifications.	
3. The Recycling Coordinator, EMS Coordinator and MEL managers will annually review of the Recycling Coordinator's waste stream inspection results and report on the amount of paper used and communicate to staff regarding the Laboratory's progress reducing paper use.	
Actions to be taken if operational controls fail:	
1. Retrain laboratory staff.	
2. Implement an EMP to address areas of concern.	
Record(s):	Person Responsible:
1. Purchasing records	1. Purchasing Officer
2. Duplex printing checklist	2. IT Staff
3. Reminders on copiers to duplex	3. Office Managers
4. Email reminders to staff on minimizing paper use (e.g. double-sided copies, reviewing electronic versions)	4. Recycling Coordinator
5. Waste stream inspection results	5. Recycling Coordinator
Responsibilities: (to ensure controls are in place; keep controls working; take action when controls fail):	
Title	Responsibility
1. Office Managers	1. Ensure that purchases follow policy. Maintain relevant records.
2. Data Entry Technicians	2. Maintain relevant records. Follow procedures for creating final reports.
3. Laboratory Director	3. Reconfirm and report on achievement of paper use reduction goals.
4. IT Staff	4. Ensure printing controls are in place and working. Investigate and initiate corrective action. Maintain annual checklist of computers and printers set to default to duplex printing.
5. Laboratory Staff	5. Follow applicable operational controls and procedures for double-sided printing and minimizing paper use.
6. Recycling Coordinator	6. Ensure overall paper use reduction controls are in place and working. Investigate and initiate corrective action. Occasional inspection of paper recycling receptacles for single-sided copies.

<p>7. WDOE Purchasing Officer</p> <p>8. ESAT Leader</p> <p>9. USEPA Office Manager</p> <p>10. WDOE Office Manager</p>	<p>Calculate and report paper consumption.</p> <p>7. Document the number of boxes of printer paper purchased for each year from 1998 to 2004.</p> <p>8. Document the number of boxes of printer paper purchased for each year from 1998 to 2004, document the number of FTE using the MEL's facilities each year from 1998 to 2004.</p> <p>9. Document the number of FTE using the MEL's facilities each year from 1998 to 2004.</p> <p>10. Document the number of FTE using the MEL's facilities each year from 1998 to 2004.</p>
<p>For Competence of Person(s) Responsible and Training, Education, and Experience Requirement see table entitled "Competence Requirements of Specific Positions."</p>	